

Eastern Visayas- ViSCA BIDANI Development Foundation, Inc.

LSU, ViSCA, Baybay, Leyte

Tel. # (053) 335-2754

February 6, 2002

Ms. Elena I. Monteroso
ViSCA, Baybay, Leyte

Dear Ms. Monteroso:


As approved by the Board of Directors of EVVBDFI you are hereby designated Credit Supervisor. Your duties as Credit Supervisor are as follows:

1. To verify whether applicants are properly selected and briefed on their responsibilities as borrower.
2. To check whether application forms are properly filled.
3. To evaluate the viability of the proposed income generating project.
4. To verify from the FCIGO or other sources of information if applicants is "bomabayad".
5. To conduct random check on the actual receipt of the loaned money by the applicant and the proper use of the money for the project.
6. To recommend approval or disapproval of the application for a loan.
7. To randomly check clients project implementation and use of borrowed funds.
8. To assist the FCIGO in the collection of the loan.

This designation takes effect March 2002 and will remain in force until terminated by the Board of Directors.

Good Luck.

Very truly yours,


SAMUEL S. GO
Executive Director